

**OAK RIDGE OPERATIONS OFFICE  
OFFICE OF SCIENTIFIC AND TECHNICAL INFORMATION  
NOMINATION FOR EMPLOYEE(S) RECOGNITION**

1. AWARD NOMINEE(S): \_\_\_\_\_

2. ORGANIZATION: \_\_\_\_\_

3. CURRENT TITLE, SERIES, GRADE: \_\_\_\_\_

4. AWARD TYPE:

\_\_\_\_\_ ON-THE-SPOT \$: \_\_\_\_\_ (ORO \$50 - \$500) (OSTI \$25 - \$500)

\_\_\_\_\_ TIME OFF: # OF HOURS \_\_\_\_\_ (see award scale)

\_\_\_\_\_ SPECIAL ACT OR SERVICE: RECOMMENDED \$: \_\_\_\_\_ (see award scale)

\_\_\_\_\_ MANAGERIAL/SUPERVISORY PERFORMANCE AWARD: RECOMMENDED %: \_\_\_\_\_

\_\_\_\_\_ QUALITY STEP INCREASE (QSI):

A. RECOMMENDATION COVERS SERVICE FROM: \_\_\_\_\_ TO: \_\_\_\_\_

B. HOW LONG IN POSITION AND GRADE RECOMMENDATION IS FOR: \_\_\_\_\_

C. DUE DATE OF NEXT REGULAR WITHIN GRADE INCREASE: \_\_\_\_\_

D. CURRENT STEP: \_\_\_\_\_

E. DATE OF LAST QSI (IF ANY) \_\_\_\_\_

5. COST CENTER/

B&R CODE: \_\_\_\_\_ FUNDS AVAILABLE: \_\_\_\_\_  
SIGNATURE & ROUTING SYMBOL OF FUNDS CERTIFYING OFFICIAL

6. RECOGNITION JUSTIFICATION ATTACHED: \_\_\_\_\_ YES \_\_\_\_\_ NO

7. CERTIFICATE WORDING ATTACHED: \_\_\_\_\_ YES \_\_\_\_\_ NO

8. \_\_\_\_\_  
Recommending Official's (Name, Title, and Signature) Date

9. \_\_\_\_\_  
Award Nominee's Supervisor's Approval, if not listed above (Name, Title, and Signature) Date

10. \_\_\_\_\_  
Final Approving Official, if required (Name, Title, and Signature) Date

Personnel Official Signature

Date

EFFECTIVE DATE OF AWARD

PRIVACY ACT STATEMENT: Title 5 U.S.C., Chapter 45, Incentive Awards, authorizes solicitation of this information. The information will be used by the agency to determine employee's eligibility for an award under 5 U.S.C., section 4505 and 4507. This information may be shared with law enforcement agencies when they are investigating a violation or potential violation of the civil or criminal law. The Social Security Number (SSN) is requested under the authority of Executive Order 9397 (11/22/43) for the orderly administration of personnel records. Submission of the SSN is voluntary and failure to furnish the SSN on this form will have no effect on the award. The personal information obtained from this form will be maintained in system of record DOE-1, DOE Personnel and General Employment Records.

**OAK RIDGE OPERATIONS  
OFFICE OF SCIENTIFIC AND TECHNICAL INFORMATION  
TIME OFF RECOGNITION**

1. **BASIS.** Recognition of the superior accomplishment or other personal effort (individual or group) that contributes to the quality, efficiency, or economy of government operations. See the Time Off Recognition Scale for examples of achievements for which the award is appropriate.
2. **ELIGIBILITY.** Any Oak Ridge Operations (ORO) or Office of Scientific and Technical Information (OSTI) employee.
3. **RECOGNITION AMOUNT.** Full-time employees may be awarded up to 40 hours. Part-time employees may be awarded up to one-half of the number of hours of work in the employee's biweekly scheduled tour of duty. For example, an employee who works 64 hours a pay period could be granted up to 32 hours for a time off award.
4. **LIMITATIONS.** Full-time employees may be awarded a maximum of 80 hours per leave year. Part-time employees may be awarded a maximum which equals the number of hours of work in the employee's biweekly scheduled tour of duty per leave year. For example, an employee who works 64 hours a pay period may be granted a maximum of 64 hours of time off per leave year.
5. **PROCEDURES AND RESPONSIBILITIES.**
  - a. ORO: Time off nominations for 8 hours or less shall be approved by the employee's first-level supervisor. Nominations for more than 8 hours shall include: (1) a recommending official (branch chief or above); (2) the concurrence of the employee's supervisor (if not the recommending official); and (3) the approval of recommending official's supervisor or above, unless the latter is the Manager of ORO.  
  
OSTI: All time off nominations shall include: (1) a recommending official (Assistant Director or above); (2) the concurrence of the employee's supervisor (if not the recommending official); and (3) the approval/disapproval of the Assistant Director for Administration and Information Services (ADAIS).
  - b. The recommending official shall complete the "Nomination for Employee(s) Recognition" form. ORO nominations shall be submitted to the Personnel and Management Analysis Branch (PMAB). OSTI nominations shall be submitted to the OSTI Office of the ADAIS and forwarded to the PMAB. ORO and OSTI nominations shall include: (1) written justification stating the basis for the recognition, i.e., the accomplishment, the circumstances that warrant recognition, and the value or impact of the employee's contribution (as defined in the Time Off Recognition Scale for Single Contribution); and (2) wording for the certificate.
  - c. All nominations are to be entered into CHRIS Workflow by the recommending official.
  - d. ORO: The PMAB shall review the award nomination for regulatory compliance, prepare an SF-50, Notification of Personnel Action, and prepare an award certificate. The SF-50 and award certificate should be provided to the recommending official for presentation to the recipient.  
  
OSTI: The PMAB shall review the award nomination for regulatory compliance, prepare an SF-50, Notification of Personnel Action. The SF-50 will be provided to the Office of the ADAIS for presentation.
  - e. The SF-50 and award certificate should be presented to the recipient in the presence of an appropriate audience (i.e., coworkers in the immediate organization).
  - f. The award recipient shall complete OPM Form 71, "Request for Leave or Approved Absence," to schedule Time Off awarded. The leave shall be approved by the recipient's supervisor.
  - g. Time Off Awards shall be granted in whole hour increments, may be used in 15 minute increments, and is to be scheduled and used within 1 year after the award is granted.
  - h. Time and Attendance (T&A) clerks shall record the leave under the Time Off Recognition leave code.

## TIME OFF RECOGNITION SCALE FOR A SINGLE CONTRIBUTION

### VALUE TO ORGANIZATION

### NUMBER OF HOURS

#### Moderate:

1 to 10

- a. A contribution to a product, activity, program, or service to the public, which is of sufficient value to merit formal recognition.
- b. Beneficial change or modification of operating principles or procedures.

#### Substantial:

11 to 20

- a. An important contribution to the value of a product, activity, program, or service to the public.
- b. Significant change or modification of operating principles or procedures.

#### High:

21 to 30

- a. A highly significant contribution to the value of a product, activity, program, or service to the public.
- b. Complete revision of operating principles or procedures with considerable impact.

#### Exceptional:

31 to 40

- a. A superior contribution to the quality of a critical product, activity, program, or service to the public.
- b. Initiation of a new principle or major procedure with significant impact.